



# North Dakota Career Resource Network - 2014-15

---

## State Office

Marilyn Orgaard, Supervisor  
Laura Glasser, Administrative Assistant

## Career Resource Coordinators

Penny Belgarde, Northwest Region  
Linae Bieber, Southwest Region

Valerie Bauske, Northeast Region  
Jody Breker, Southeast Region

## Mission Statement

The North Dakota Career Resource Coordinators provide, develop, and deliver resources to support career professionals and educators as they assist individuals to achieve their educational, career, and personal goals.

## Goals

- Develop and promote career resources to align academic and career goals.
- Provide professional development opportunities for educators and career professionals serving the needs of students and the workforce of North Dakota.

## Key Resources and Professional Development Opportunities:

- [RUReadyND.com](http://RUReadyND.com), North Dakota's Career Information Delivery System
  - RUReadyND.com Lesson Plans
- [Roads to Success Curriculum](#)
- [Career Outlook](#) Magazine
- [Career Outlook Users Guide \(COUG\)](#)
- North Dakota Career Resource Network website, [www.nd.gov/cte/crn](http://www.nd.gov/cte/crn)
- Other career resources

## Workshop Offerings for 2014-15

- RU New to RUReadyND.com?
- Becoming a RUReadyND.com ProCenter Expert
- RUReadyND.com Multi-Topic Workshop
- Customizing Your School's Plan of Study – On-Site
- Regional Career Professional In-Service





# North Dakota Career Resource Network 2014-15 Workshops

---

## *Workshop Descriptions*

### **RU New to RUReadyND.com?**

This workshop is an overview of the career and academic tools available through the North Dakota Career Resource Network (NDCRN).

- RUReadyND.com
  - Student Account Login
  - Career Planning
  - High School Planning
  - College Planning
  - Your Portfolio
  - Lesson Plans
- Other NDCRN Resources

### **Who Should Attend?**

- Those that have not worked with the new RUReady.com that was released in 2013-14.
  - New Counselors
  - New Career Advisors
  - Teachers
  - Administrators
  - Anyone at your school or agency that is new to RUReadyND.com!

### **Workshop Details**

- 5 hour workshop
  - Total of 5 hours towards credit – see page 7 for more information regarding credit availability and requirements.
- Visit <http://www.nd.gov/cte/crn/docs/AllWorkshops.pdf> for workshop locations, dates and additional details.
- Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) to register.



# North Dakota Career Resource Network 2014-15 Workshops

---

## Becoming a RUReadyND.com ProCenter Expert

Participants will have hands-on time in the ProCenter, <https://procenter.rureadynd.com>, and will learn more about:

- Student Accounts
  - How are they created?
  - How can I locate a student's account name?
  - How do I reset a student's password?
  - Viewing student accounts and working with individual students (analysis).
- Assessments
  - Career Cluster Survey
  - The Career Key
  - Basic Skills Survey
  - Interest Profiler
  - Work Values Sorter
  - Transferable Skills Checklist
- Reporting
  - Creating and analyzing reports.
  - Analyzing assessment results and how they relate to the Milestones.
- Groups
  - Creating student groups.
  - Sending messages to groups.
  - Adding activities to student's calendars.

## Who Should Attend?

- This workshop is for those that are experienced in using RUReadyND.com or who have attended the **RU New to RUReadYND.com?** workshop.

## Workshop Details

- 5 hour workshop
  - Total of 5 hours towards credit – see page 7 for more information regarding credit availability and requirements.
- Visit <http://www.nd.gov/cte/crn/docs/AllWorkshops.pdf> for workshop locations, dates and additional details.
- Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) to register.



# North Dakota Career Resource Network 2014-15 Workshops

---

## Multi-Topic RUReady.ND.com Workshop

This workshop is intended to be fast-paced, hands-on, topic exploration.

- An RUReadyND.com Professional Center Account is required.

The workshop will cover five topics in one-hour blocks of time. Attendees will have input on the topics to be highlighted at the workshop.

- Assessments Overview
- Career Finder
- Colleges and Programs
- Interest Profiler
- Job Interview
- Paws in Jobland
- Portfolio Usage
- testGEAR
- Other?

## Who Should Attend?

- This workshop is for those that are experienced in using RUReadyND.com or who have attended the **RU New to RUReadYND.com?** workshop. The brief overview of multiple topics will give participants ideas for expanded usage of the RUReadyND.com features.

## Workshop Details

- 5 hour workshop
  - Total of 5 hours towards credit – see page 7 for more information regarding credit availability and requirements.
- Visit <http://www.nd.gov/cte/crn/docs/AllWorkshops.pdf> for workshop locations, dates and additional details.
- Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) to register.

## Customizing Your School's Plan of Study – On-Site

Would your school like to make the switch from the paper method to the e-portfolio method of course planning? Create efficiency in your school's Plan of Study process and let us help you with that transition!

- On-Site, face-to-face, working session.
  - Uninterrupted work time required.
  - Site Administrator level RURReadyND.com Professional Center account required.
- Limited number of dates available.

## Who Should Participate?

- This workshop is designed for schools wanting to
  - increase portfolio usage,
  - customize Milestones, and
  - transition from paper to electronic portfolios.

## Workshop Details

This session will be at your school site. You will have the opportunity to work with the RURReadyND.com professional tools to help students develop their portfolios and gather data for accountability purposes. This workshop is ideal for those who have been using RURReadyND.com with students and are now ready to advance to customizing the ND Career Cluster Plans of Study for their students. The number of dates are limited for this workshop, so sign up today!

## Workshop Details

- 5 hour workshop
  - Total of 5 hours towards credit – see page 7 for more information regarding credit availability and requirements.
- Visit <http://www.nd.gov/cte/crn/docs/AllWorkshops.pdf> for workshop locations, dates and additional details.
- Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) to register.

## Regional Career Professional In-Service

A counselor in-service will be held for the career professionals in each region to provide timely information with upcoming statewide changes and updates.

Topics may include a review of resource websites, including RUReadyND.com, Counseling Program updates, Counseling Program reporting requirements, ACT/WorkKeys Testing, Dual Credit, College Admission requirements, and the ND Academic and Career and Technical Education Scholarship programs. Featured speakers may include representatives from the Department of Public Instruction, Career and Technical Education, Area Postsecondary Institutions, and Career Resource Coordinators

## Who Should Attend?

- This workshop is for all career educators who want to keep informed on upcoming events and changes that may impact their work with students in the area of career development.

## Workshop Details

- 5 hour workshop
  - Total of 5 hours towards credit – see page 7 for more information regarding credit availability and requirements.
- Visit <http://www.nd.gov/cte/crn/docs/AllWorkshops.pdf> for workshop locations, dates and additional details.
- Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) to register.



# North Dakota Career Resource Network 2014-15 Workshops

---

## Graduate Credit

### “NDCRN Academic & Career Planning Strategies 2014-15”

One (1) professional development credit will be available from the University of North Dakota through a cumulative credit plan that requires 15 hours of instruction from NDCRN workshops. The hours that can be counted are specific to the offerings for the 2014-15 school year.

The following requirements must be met to earn one (1) professional development credit:

- A minimum of 15 hours of instruction from a combination of NDCRN workshops.
- Full attendance at all workshops.
- Class assignments and evaluations must be completed in their entirety in order to be eligible.
  - Participants are asked to complete assignments and evaluations within two weeks of attending a workshop.
- The NDCRN will keep track of the hours of completion but participants are asked to keep their certificates as well in case there is a discrepancy.

OPTIONAL: If you would like to host a workshop related to career information and/or academic & career planning strategies or if another workshop at your school is appropriate for this course title, it can also be added and used as hours towards the credit. You would need to submit materials to the NDCRN for review a minimum of 3 weeks in advance in order to have it approved by UND. Contact the NDCRN office for more information.

## Assignments and Workshop Evaluations

If you are taking a workshop for graduate credit, you will be asked to provide a detailed response to the following question:

- **How will you implement the new learning into your classroom/work situation?** This may include either an implementation plan or development of an actual product or activity to be used.

Assignments are to be submitted electronically. Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) for more information and to submit assignments.

Visit [www.nd.gov/cte/crn/workshops.html](http://www.nd.gov/cte/crn/workshops.html) and click on the link to the [Workshop Evaluation](#) to submit workshop evaluations.

## Applying for Credit

Near the end of the school year, information will be sent via email to all participants who have a total of 15 hours or more of workshop attendance, who have submitted the required assignments and evaluations, notifying them of their eligibility for credit.

- A fee of \$50 will be charged for by the University of North Dakota for the credit. The fee is not paid until the end of the school year when you apply for the credit.
- Registration and payment for the professional development credit is online through UND. The link to the registration will be provided when registration for the credit opens in spring 2015 (registration will be open from April 20, 2015 to midnight on May 7, 2015). Please register as soon as possible once registration is available.
  - If you need to register late, due to extenuating circumstances, you must get prior approval from the instructor of record (Marilyn Orgaard, CRN Supervisor) and she will notify UND of the request for a late registration. A late fee of \$25 will be assessed.
- After UND receives the grade report from the NDCRN, you will receive an email confirmation of course completion and instructions for ordering transcripts. All grades for professional development credits are recorded on official transcripts at the University of North Dakota as continuing education credit. It takes approximately 3-4 weeks from the end of course date for grades to be posted on transcripts, provided registrations and grades are received according to posted due dates.